

**North Carolina 911 Board
MINUTES
Thursday, May 28, 2015
Whitted Human Services Building
300 West Tryon Street
Hillsborough, NC**

Members Present	Staff Present	Non 911 Board Members
Jason Barbour (NCNENA) Johnson County 911	Tina Bone (ITS)	Randy Beeman (Cumberland Co. 911) phone
Darryl Bottoms (Police Chief) Pilot Mountain PD	Richard Bradford (DOJ)	David Bone (Martin County Manager)
Rick Edwards (CMRS) Sprint (phone)	Dave Corn (LEC)	Johnny Bowles (Rockingham Co. 911) phone
Chris Estes (Board Chairman) NC State CIO	David Dodd (ITS)	Sherri Bush (L.R. Kimball) phone
Margie Fry (VoIP) Time Warner	Marsha Tapler (ITS)	Lee Canipe (Frontier Comm.) phone
Andrew Grant (NCLM) Town of Cornelius (Phone)	Richard Taylor (ITS)	Greg Foster (Alexander County 911)
Len Hagaman (Sheriff) Watauga County	Candise Lewis (Stenographer)	Ellis Frazier (NC APCO) phone
Rick Isherwood (CMRS) Verizon Wireless		Grayson Gusa (Davie Co. 911) phone
Dinah Jeffries (NCAPCO) Orange Co EMS		Del Hall (Stokes County 911)
Jeff Shipp (LEC) Star Telephone		Stanly Kite (Craven Co 911) phone
Rob Smith (LEC) AT&T		Glenn Lamb (Guilford Metro 911) phone
Jimmy Stewart (NCAREMS) Hoke Co 911		Lora Nock (Dare Co. 911)
Slayton Stewart (CRMS) Carolina West Wireless (phone)		Tonya Pearce (Durham 911)
Laura Sykora (LEC) CenturyLink		Rodney Pierce (Davie Co. 911) phone
Lee Worsley (NCACC) Durham Co		Joe Sewash (CGIA)
Members Absent		Brenda Womble (Wilson Co. 911) phone

Chairman's Opening Remarks

Chairman Chris Estes called the meeting to order at 9:03 a.m. Richard Taylor asked those joining via teleconference to identify themselves. The individuals present were: Andrew Grant, Rick Edwards, Slayton Stewart, Randy Beamon, Johnny Bowles, Sherri Bush, Lee Canipe, Ellis Frazier, Grayson Gusa, Glenn Lamb, Lora Nock, Rodney Pierce, and Brenda Womble.

Chairman Chris Estes then introduces Earl McKee, Chairman of the Orange County Commissioners. McKee welcomes the Board to Orange County, and encourages the Board to tour the Town of Hillsborough, NC. Mr. McKee expresses the concerns of House Bill 506 to Orange County. Mr. McKee states that the commissioners feels that the bill has the potential to expand infrastructure improvement in the area, however, the bill carries the risk of using funds rapidly. He also states that the House Bill is of concern to the counties when funding model changes are proposed.

Chairman Chris Estes introduces Jim Groves, who also greets the board. Chairman Estes then announces recent resignations of the board. The resigning individuals are Tommy Cole and Lee Worsley.

Tab 2 - Ethics Awareness/Conflict of Interest Statement

Chairman Estes reads the Ethics Awareness/Conflict of Interest Statement which is printed on the agenda and asked members to please identify the actual or potential conflict and refrain from any undue participation in the particular matter involved. Jason Barbour asked Richard Bradford to confirm that he would not have a conflict with 9B. Mr. Bradford confirmed. Rob Smith abstained from 7A and 9A.

Tab 3 – Consent Agenda

- a) Minutes of April 24, 2015 Board Meeting
 - Richard Taylor reviews corrections made in the April 24, 2015 meeting minutes. The location of Jimmy Stewart has been corrected. Also, the abstentions of Laura Sykora and Rob Smith have been corrected. Ms. Sykora suggested another correction – when she abstained from the Stanley County not Wake County. Rob Smith stated that “Wake County is still showing ‘no conflict of interest’ and I had a conflict with that”. Mr. Taylor stated that these corrections will be made.
- b) CMRS April Fund Balance
 - Richard Taylor announced that the April CMRS Fund Balance was \$1,050,230.00 and the past month's disbursements were totaled at \$61,417.00.
- c) PSAP April Fund Balance \$14,114,333.00
 - Prepaid April CMRS Revenue \$464,695.00
- d) Grant Fund April Balance \$513,176.00
 - Grant Fund April Encumbered \$25,812,170.00

After Richard Taylor reviewed the balances of the funds, Jason Barbour motioned to Chairman Estes to approve and Laura Sykora seconded the motion. Chairman Estes asked was there any discussion regarding the consent agenda and minutes. All Board members voted in favor. No Board Members abstained from the vote.

Tab 4 - Public Comment

Chairman Estes addressed the gallery to see if anyone would like to approach the Board with comments or questions. Chairman Estes asked Richard Taylor if there were any registered participants. Richard Taylor stated that there were not. Chairman Estes asks members of the teleconference and of the room if anyone desired to speak. There were no partakers.

Tab 5 - Executive Director Report

- a) 911 Staff Update
 - Richard Taylor announced that the new Financial Specialist will start Monday, June 1, 2015.
- b) Legislative Update
 - 1) H352 (Standard of Proof)
 - This bill was not discussed by Richard Taylor.
 - 2) H380 (Statewide School Safety Management)
 - Mr. Taylor stated that this bill has moved on and assured members that money has been allocated for this to be paid for through the budget.
 - 2) H506 (911 Fund Distribution)
 - Mr. Taylor stated that this bill will be discussed further later in the meeting.
 - 3) H512 (Amend/Clarify Back-Up PSAP Requirements)
 - Mr. Taylor stated that this bill has crossed over. The bill is in the Senate awaiting to be heard in the committee.
 - 4) H730 (County Provide 911 Dispatch Services)
 - Mr. Taylor contacted Representative Saine to clarify the intents of the bill. Taylor stated that Representative Saine stated that the bill's intents will be that all activity would be paid for by the county through the 911 fund and through the county's taxes – so that there will not be additional charges to a municipality if they were to consolidate or to turn over their 911 services.
 - Mr. Taylor suggested to Representative Saine to reword or define "dispatch services" in an effort to make the communication clearer.
 - The bill is now in the Rules Review Commission.
 - 5) H812 (Grant Recipients Posted on Grantor Web Site)
 - Mr. Taylor stated the grant is being watched.
 - 6) S571 (Expand Uses of 911 Fee)
 - Mr. Taylor stated that grant is still in the Senate. There has not been any movement.
 - 7) H892 (Speaker & President Pro Tem Appointments)
 - Mr. Taylor stated that Jimmy Stewart will be reappointed to 2017. Jeff Shipp, Rick Edwards, and Slayton Stewart are also being reappointed to 2018.
 - 8) Meeting with Rep. Boles / Other Legislative Members
 - Mr. Taylor stated the meeting was very beneficial and feels like members have received clear "marching orders". Mr. Taylor stated that there will be further discussion later in the meeting.
- c) Update on Bi-Annual Audit
 - 1) Richard Taylor stated that the audit has ended and the auditors have left the office. The state auditor will make the presentation of the results of the audit presumably by next month.

- 2) Richard Taylor stated that there may be a finding.. If there is a finding, it will be internal and there will be no action required of the Board.

Chairman Chris Estes and Richard Taylor asks if the room if anyone has any questions. There were no questions asked.

Tab 6 - Approval of FY2015-2016 Budget

Marsha Tapler presented the current budget. Ms. Tapler stated that the budget has not changed since it was presented at the last board meeting. Ms. Tapler then highlighted details of the budget. The details were:

- Personnel services increased due to the possibility of adding new staff and the new hire.
- Contractual services decreased due the changes of Board needs.
- Operational Services increased due to additional Board staff.
- Travel expenses increased due to additional meetings and staff.
- Board members increased due to the additional board meetings, travel, etc.
- Other purchased services decreased.
- Equipment has decreased.
- PSAP distribution is budgeted at \$60M.
- Cost recovery has increased by \$100,000 due to a vendors increase in cost.
- The total for cost recovery and PSAP expenditures is \$69.6M.
- Ms. Tapler budgeted revenue ~\$16.1M that will transfer into the grant fund for grants and statewide projects.
- Ms. Tapler states that she has budgeted grant expense ~\$25.7M but this number may change as we get closer to June 30, 2015 due to the remaining payment of reimbursement to the grant recipients.
- In regards to Revenues, Ms. Tapler states that \$83.8M (including interest) was budgeted, which is a \$3M increase. The additional amount is related to prepaid.

Marsha Tapler answers a question Laura Sykora asked in the previous board meeting as to why the budget was different from what Ms. Tapler gave in the projections. Ms. Tapler explains that following a meeting with the Director, it was determined that they would go with the budgeted figures from last fiscal year in revenues to leave room for possible variances.

Marsha Tapler states that the staff recommendation is to approve budget as noted.

Dinah Jeffries asks Marsha Tapler if monies were included in the operational expenses for public education especially for text-to-911. Ms. Tapler says that \$100,000 were included for public education. Ms. Jeffries asks if the costly expense for the movie theaters were included as well. Ms. Tapler states that the theater expenses were not included, however, radio announcements were approved.

Chairman Chris Estes asks Board members in the room and via teleconference if anyone had any questions. Laura Sykora motions to approve the budget as presented. Jason Barbour seconds the motion. All Board members voted in favor. No Board members abstained from the vote.

Tab 7 - Approval of Secondary PSAP Funding

a) Forsyth County – Town of Kernersville

- Richard Taylor informs the members that they have a contract that has been approved by the Forsyth County Commissioners that is awaiting approval of the NC 911 Board. The contract has been reviewed by Richard Bradford. A copy of the MOU has also been provided that is between Forsyth and the Town of Kernersville.
- Richard Taylor states that the recommendation from staff is to approve the Town of Kernersville as a secondary PSAP. The funding for this is effective April 15th.
- The funding will be in the amount of \$27,775 for the fiscal year.
- Jason Barbour asks Taylor if this funding will fit in the current budget structure. Taylor responds with “Yes”.
- Jeff Shipp motions for the funding to be approved, Laura Sykora seconds the motion. Chairman Chris Estes moves into discussion of the motion. There were no questions or discussions of the motion. Board members voted in favor. Rob Smith recused himself from the vote.

Tab 8 - Update From NextGen 911 Committee

- Jeff Shipp announces that there are no new updates to report from NextGen at this time. The Award Recommendation document is still ongoing between the Board and IT Procurement. Mr. Shipp thanks staff for their due diligence.
- Jason Barbour asks Jeff Shipp if there is an executed contract. Shipp responds with “No”.
- Chairman Chris Estes asks Jeff Shipp if there are any known issues. Shipp responds that procurement is a current issue. Richard Taylor states that he assumes the issue is caused by a lack of documentation and clarity of what was submitted to procurement. Richard Taylor states that the clarification issue is currently being resolved.

Tab 9 - Update from Funding Committee

a) 20% Carry Forward Waiver Consideration (Brunswick County 911)

- Jason Barbour informed the Board that Brunswick County desires to carry forward a fund balance in the excess of 20% to the next fiscal year. Brunswick County has documented their needs of the request. Mr. Barbour states that the Funding Committee recommends to the Board that they approve the forwarding of the funds for the next fiscal year only.
- Marsha Tapler adds that Brunswick County also requests that with that carry-forward, they keep the current funding that they are supposed to receive, and they will also be funded at the distribution level of the five-year rolling average.
- Jason Barbour reassures the Board that it will all be resolved by the end of the next fiscal year. Marsha Tapler confirms this statement.
- The Funding Committee motions to approve the funding, Lee Worsley seconds the motion. Chairman Chris Estes moves for questions and/or discussion. Board members voted in favor. Rob Smith did not participate in the vote.

b) Approval of FY 2016 PSAP Funding

- Jason Barbour briefly reviews the details of the 2016 PSAP funding. Richard Taylor informs the Board that the total distribution of the funding is \$49,309,000. Mr. Taylor states that this amount anticipates one or two secondary PSAP coming on-board.
- Rob Smith asks Richard Taylor how many secondary PSAPs are currently present. Mr. Taylor responds to Smith, that including Kernersville, there are currently seven.
- Jason Barbour directs to Marsha Tapler, “Did we not approve in the budget that the PSAP distribution would be \$60M as a budgetary figure?” Marsha Tapler answers that there is an expectation for Raleigh to come back with their reconsideration for ~\$6M and that there are three others that are coming back in the first quarter for reconsideration to get funding in fiscal year 2016. Tapler states that this will probably raise the amount by ~\$2M, therefore, they will be coming close to ~\$60M.
- The Funding Committee motions to approve the funding. Rick Isherwood seconds the motions. Chairman Chris Estes moves for questions and/or discussion. Laura Sykora asks Marsha Tapler how does the ~\$49.3M compare with what is currently being funded in the 2015 fiscal year. Marsha Tapler states that this year is currently ~\$51M due to reconsiderations. All Board members vote in favor. No Board Members abstained from the vote.

Tab 10 - Update from Standards Committee

911 Standards Adoption / Rulemaking Status

- Laura Sykora announces the good news that the standards that were approved by the Board have now been submitted to the Rules Review Commission. Ms. Sykora states that Dave Corn has put together a tentative timeline, however, with the public hearing there may be comments that may slow down the dates provided. Sykora states that she is hopeful that the rules will be effective by November 1, 2015. Sykora aspirations are that with the upcoming PSAP Managers Meeting, time can be spent on the checklist that the committee is working on, so that the PSAP managers can get a better understanding and express concern in those forums.
- Richard Taylor informed members that the public hearing will be on the August 28, 2015 911 Board meeting. Taylor states that the meeting will be at the normal location, however, an alternative location may be presented depending on how many individuals would like to speak.
- Dinah Jefferies asks Richard Bradford if the August 28th date has already been advertised so others can be prepared. Bradford states that a notice has been sent to all parties, including the league, associations, and the PSAP managers group that the Board maintains. Bradford states that it has been disbursed and has been advertised on the website.
- Richard Bradford informs that the comment period starts June 15, 2015. The date has been prescribed by the rule-making process, however, comments can be submitted before that date.

- Laura Sykora states that the Standards Committee is working on a checklist that will go with the rules and will be what the reviewers will use when they go into a PSAP. Ms. Sykora states that this will be the focus of the June meetings so that they will be prepared for the PSAP managers meetings in July.
- Richard Taylor states that it is critical for staff to thoroughly review the checklist and rules so accurate information is discussed in the PSAP Managers Meeting(s) and not hearsay or outdated information.
- Laura Sykora informs the Board members if any group the members represent have any concerns pertaining to the rules, the committee is open to meet with the groups and resolve any questions a head of time.
- Chairman Chris Estes asks if there are any questions and suggests that Board members review the rules in case they are asked to comment on any of them.
- Margie Fry informs Laura Sykora that if there is an area that requires the support of the Education Committee, in regards to helping communicate the rules in layman terms with links to the documents or something that will help stir things up in advance, to please reach out so the Committee can help. Laura Sykora thanks Ms. Fry for the offer and states that in the Standards Committee meeting in June, they will communicate the offer to the group.
- Chairman Chris Estes asks when the PSAP Managers Meeting is being held. Richard Taylor states that the meetings will be July 8 in Silva, July 9th in Salisbury, July 15th in Lumberton, and July 16th in Rocky Mount, NC. Richard Taylor encourages the Board to participate in the meetings.
- Chairman Chris Estes asks if there are any questions or concerns. There were no partakers.

Adjourn

Len Hagaman motioned to adjourn at 9:57 a.m. for a ten minute break, Rick Isherwood second the motion.